

**BY ORDER OF THE COMMANDER  
AIR RESERVE PERSONNEL CENTER**

**ARPC INSTRUCTION 36-2203  
30 MAY 2000  
Personnel**



**★ARPC HONOR GUARD**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

OPR: HQ ARPC/MS (SSgt Reece)  
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This publication authorizes the Air Reserve Personnel Center (ARPC) to maintain an Honor Guard to represent ARPC at military and civilian functions throughout the Denver and Rocky Mountain region. It establishes manning levels for the Honor Guard.

***SUMMARY OF REVISIONS***

This document is substantially revised and must be completely reviewed.

**★1. General.** Membership and participation in the ARPC Honor Guard is a privilege afforded only to the outstanding enlisted members of the command. Organization and manning of the Honor Guard consists solely of approved volunteers and an NCOIC operating under the direction of the Squadron Section Commander. The Honor Guard participates in the events related to ARPC and the approved activities in and around the greater Denver metro area and the Rocky Mountain region, as required. In the event the NCOIC cannot fill a detail outside of ARPC with volunteers, the NCOIC will refer the requesting individual to the High Frontier Honor Guard, within 72 hours of the request.

**2. Qualifications.** Members:

- 2.1. Must be enlisted military members in any grade.
- 2.2. Must be volunteers and willing to serve faithfully for a minimum of 18 months.
- 2.3. Must meet the highest standards of behavior and military bearing.
- 2.4. Must be able to be released from their duty sections to attend practices, meetings, and scheduled events.
- 2.5. Must be approved by their supervisors, Honor Guard NCOIC, First Sergeant, and Squadron Section Commander.

**★3. Application Procedures:** Prospective members will request appointment to the Honor Guard by submitting a letter (**attachment 1**) and signed contract (**attachment 2**) to the Honor Guard NCOIC.

#### **4. Responsibilities.**

##### **4.1. Supervisors:**

4.1.1. Encourage their qualified military personnel to apply for membership in the honor guard.

4.1.2. Allow Honor Guard members to attend practices, meetings, and performances for which they are tasked.

★4.1.3. Submit a letter to the Squadron Section Commander requesting that any person under their supervision be suspended from the Honor Guard whenever that person's performance declines to an unacceptable level.

##### **4.2. Honor Guard members:**

4.2.1. Advise Honor Guard NCOIC of their availability and any duty status changes (e.g. leave or TDY).

4.2.2. Attend all Honor Guard practices, meetings, and performances for which they are tasked.

4.2.3. Maintain the qualifications that warranted their initial appointment and continue to uphold the "PRIDE" of the Honor Guard.

4.2.4. Maintain available Honor Guard equipment entrusted to their care within duty section.

★4.2.5. Honor Guard members are required to attend regular training sessions as determined by the Honor Guard NCOIC. Training will be mandatory and will only be excused by prior approved leave or absence, and must be approved by the Honor Guard NCOIC and the First Sergeant.

★4.2.6. Appointed NCO/AMN in charge of a detail is responsible for completing a detail record sheet completely and returning to the Honor Guard NCOIC by the end of the following duty day.

##### **4.3. Squadron Section Commander:**

4.3.1. Responsible for the overall operation of the Honor Guard.

4.3.2. Approves funding for Honor Guard equipment.

★4.3.3. Approves all Honor Guard applications, with First Sergeant recommendation.

★4.3.4. Removes/suspends members from the Honor Guard for cause.

4.3.5. Is the consulting authority for approval or disapproval of all Honor Guard commitments.

4.3.6. Selects and appoints the Honor Guard NCOIC.

##### **4.4. First Sergeant:**

4.4.1. Performs, when necessary and appropriate, any of the duties and responsibilities assigned to the Squadron Section Commander.

- 4.4.2. Requests transportation, as required, to meet approved Honor Guard commitments.
- 4.4.3. Responsible for the day-to-day operation of the Honor Guard.
- ★4.4.4. Provides technical guidance for Honor Guard members through the Honor Guard NCOIC.
- 4.4.5. Recommends approval/disapproval of Honor Guard applications.
- ★4.4.6. Advises the Squadron Section Commander, and Honor Guard NCOIC of permanent change of station (PCS) or separation of Honor Guard members 90 days prior to departure dates.

4.5. Honor Guard NCOIC:

- ★4.5.1. Assumes direct responsibility for the training, supervision, equipment and organization of the Honor Guard and its members.
- 4.5.2. Advises First Sergeant of Honor Guard openings.
- 4.5.3. Maintains records of attendance and performance for all Honor Guard members.
- ★4.5.4. Submits the award for an Air Force Achievement Medal, as appropriate, except those assigned to the High Frontier Honor Guard.
- ★4.5.5. Submits all Honor Guard records to the Squadron Section Commander or First Sergeant for review as requested.
- ★4.5.6. Submits to the Squadron Section Commander all requests and justifications for the expenditure of funds.
- ★4.5.7. Schedules Honor Guard members for all Honor Guard activities.
- ★4.5.8. Interviews all Honor Guard applications and recommends approval or disapproval to the Squadron Section Commander and First Sergeant.
- ★4.5.9. Appoints a NCO/AMN in charge of detail(s).
- ★4.5.10. Appoints an Honor Guard Assistant NCOIC, and Training Manager to take charge in case of absence. Assistant NCOIC assumes all responsibilities as outlined above in NCOIC's absence.

★4.6. Appointed Training Manager will assume the duties as outlined below:

- ★4.6.1. Report all deficiencies to the NCOIC as they occur.
- ★4.6.2. Schedule and coordinate all training through the NCOIC. Once approved, inform all members of scheduled training.
- ★4.6.3. Document training and practice(s) and recommend improvement areas.
- ★4.6.4. Prepare and maintain ARPC Honor Guard Training Pamphlet.
- ★4.6.5. Aides the NCOIC in maintaining all equipment and uniform items for assigned members.

**5. Recognition:**

★5.1. Honor Guard membership is an additional duty and will automatically excuse members from the ARPC squadron detail system, except those suspended from Honor Guard duties who will be placed back on the squadron detail system during their suspension period. The Honor Guard NCOIC will recommend passes to the Squadron Section Commander for faithful Honor Guard service. Time frames for passes will be agreed upon between members and their supervisors.

★5.2. Quarterly/Annual Honor Guard Awards:

★5.2.1. Member(s) can be nominated by any individual to the Assistant NCOIC or Training Manager.

★5.2.2. Assistant NCOIC and Training Manager will submit names of recommended Honor Guard members via ARPC Form 71, **Nomination for ARPC Enlisted Quarterly Award**, for quarterly awards, and ARPC Form 73, **Nomination for ARPC Enlisted Annual Award**, for the yearly awards, to the First Sergeant or Honor Guard NCOIC.

5.2.3. Honor Guard NCOIC, First Sergeant, and Squadron Section Commander will select a winner.

★6. **Uniform Support.** Members are temporarily issued their Honor Guard uniforms, as required. Upon tour completion, PCS, separation, or resignation uniform will be returned to the NCOIC.

★7. **Unexcused absences.** Honor Guard NCOIC will, through the First Sergeant, forward a letter to the member's supervisor for the first unexcused absence or no-show to a scheduled detail or training. Second and future unexcused absences will have a letter from the Squadron Section Commander and First Sergeant forwarded to the member(s) appropriate Director. After third unexcused absence in an 18-month period, the Honor Guard NCOIC will consider the member for removal/suspension from the ARPC Honor Guard, pending approval by the First Sergeant and Squadron Section Commander.

8. **Honor Guard Manning.** The minimum Honor Guard manning is eight members. Applications are considered regardless of manning levels.

★9. **Resignation from the Honor Guard.** Resignation will be dealt with on a case-by-case basis. Members submit their resignation (**attachment 3**) to the Honor Guard NCOIC. Resignations are not final until approved by the Squadron Section Commander.

KIRK A. JAMISON  
Chief, Systems Services Division  
Directorate of Communications  
and Information

**Attachment 1**  
**★REQUEST TO JOIN ARPC HONOR GUARD**

FROM: (Requester's name/office symbol)

SUBJ: Request to Join ARPC Honor Guard

TO: Member's Supervisor  
Honor Guard NCOIC  
First Sergeant  
Squadron Section Commander  
IN TURN

1. I wish to apply for a position with the ARPC Honor Guard. As a member of the Air Force, I consider it a distinct honor to represent the Air Reserve Personnel Center in this capacity.
2. I understand that my appointment to the Honor Guard is considered an additional duty and does, relieve me of squadron details, except in the case where I am removed or suspended from my Honor Guard duties. I understand that if I am removed/suspended that I will be placed back on the squadron detail system.
3. I have read and understand ARPCI 36-2203, particularly paragraph 4.2, which outlines my responsibilities. I understand my duty schedule may have to be adjusted to accommodate my practices, meetings, and scheduled events. I understand my tour of duty with the Honor Guard to be a minimum of 18 months, but that I could be removed/suspended for cause at anytime should my duty performance or behavior, on or off duty, fall below acceptable standards.
4. I pledge to serve the Honor Guard honorably and faithfully. I will maintain the highest standards of personal appearance, military bearing and decorum. I will serve as an example to others and will assist in recruiting new members.

(Individual's name, rank, USAF)

1st Ind, ARPC/CCQ

TO: Honor Guard NCOIC  
Individual's name  
IN TURN

Approved/Disapproved.

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Squadron Section Commander

Attachment 2  
★HQ AIR RESEVE PERSONNEL CENTER  
HONOR GUARD CONTRACT

APPLICANT'S NAME: \_\_\_\_\_ RANK: \_\_\_\_\_

OFF/SYM: \_\_\_\_\_ DUTY PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

I request that I be allowed to serve on the HQ ARPC Honor Guard. I understand that I am required to be available to attend all details and practices as required (including weekends and holidays). If I cannot attend a detail or practice, I will have my supervisor contact the First Sergeant or Squadron Section Commander. Any unexcused absence(s) will result in the actions outlined in ARPCI 36-2203, paragraph 7. I am required to return all equipment and uniform items issued to me in a clean and serviceable condition. I fully understand that if selected as a member of the Honor Guard I will be responsible for complying with the 18-month minimum commitment to the team. I understand that I must give a 30 day(s) written notice or resignation upon my decision to terminate my service to the Honor Guard and that this notice must be endorsed by my direct supervisor and Director before it will be accepted by the Honor Guard NCOIC. I also understand that my resignation will not be final until approved by the Squadron Section Commander.

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

SUPERVISOR AGREEMENT

I support the applicant's request to serve on the HQ ARPC Honor Guard. I understand that the applicant is required to serve as an Honor Guard member for a period of 18 months unless dismissed for cause, PCS, or separation. During this time, I agree to allow the applicant to attend all details and practices as required. I further understand that I CANNOT excuse the member from a detail or practice. In the event that the applicant cannot be released from duty, the member's supervisor or Director will be requested to contact the First Sergeant to seek release from any details or practices. I have also reviewed and understand ARPCI 36-2203.

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

**DIRECTOR RECOMMENDATION**

**I recommend the applicant for membership on the HQ ARPC Honor Guard. The applicant is deserving of this honor and responsible to fulfill the requirements of this commitment. I further understand that if mission requirements preclude the applicant's attendance at a detail or practice, that only his/her direct supervisor or myself can contact the First Sergeant to excuse the applicant.**

\_\_\_\_\_  
*Director's Signature*

\_\_\_\_\_  
*Date*

**Honor Guard Start Date:** \_\_\_\_\_

**Attachment 3**  
**★ RESIGNATION FROM THE ARPC HONOR GUARD**

FROM: (Member's name/office symbol)

SUBJ: Resignation from the ARPC Honor Guard

TO: Member's Supervisor  
Member's Director  
Honor Guard NCOIC  
First Sergeant  
Squadron Section Commander  
IN TURN

Request I be relieved of Honor Guard membership effective (date). (State Reason) I have served on the Honor Guard since (date). Upon your approval, I will ensure that all Honor Guard equipment in my possession is returned to the Honor Guard NCOIC.

(Member's name, rank, USAF)

1st Ind, ARPC/MS

TO: Honor Guard NCOIC  
Member's name  
IN TURN

Resignation approved/disapproved.

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*Squadron Section Commander*